



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 8929-66-26

JUN 23 2021

MEMORANDUM CIRCULAR

No. 2021- 08

SUBJECT : GUIDELINES IN THE GRANT OF COVID-19 HAZARD PAY TO DENR PERSONNEL WHO PHYSICALLY REPORTED FOR WORK DURING THE PERIOD OF IMPLEMENTATION OF AN ENHANCED COMMUNITY QUARANTINE AND A MODIFIED ENHANCED COMMUNITY QUARANTINE

Pursuant to Administrative Order No. 43 issued by the Office of the President on 01 June 2021, amending Administrative Order No. 26, and in consonance with DENR Memorandum Circular Nos. 2020-05 and 2020-07, grant of COVID-19 hazard pay to DENR personnel who physically reported for work during the period of implementation of an Enhanced Community Quarantine (ECQ) and Modified Enhanced Community Quarantine (MECQ) is hereby authorized, subject to the herein conditions and guidelines.

I. Purpose

This Circular is issued to prescribe the guidelines in the grant of COVID-19 hazard pay to DENR personnel who were authorized to physically report for work during the period of implementation of ECQ and MECQ, in consideration of their inevitable exposure to the risk of infection and other similar health dangers and hazards.

II. Coverage

COVID-19 hazard pay shall be granted to DENR personnel, provided the following conditions are met:

- a. The personnel occupying regular, contractual or casual positions, or are engaged through contract of service, job order, or other similar schemes;
- b. The personnel have been authorized, through an office order/memorandum, to physically report for work at their respective offices or work stations on the prescribed official working hours by the head of office/immediate supervisor during the period of implementation of ECQ or MECQ in the area of such office or work station; and

- c. Claim for payment of COVID-19 hazard pay is supported by entries in the Daily Time Record registered through the Biometric Attendance System. Handwritten entries will not be considered as proof of attendance, except time entries recorded in the security guard's logbook. Photocopy of the logbook must be duly certified by the detachment commander. Record of attendance shall be required from third level appointees, specifying therein the dates when they physically reported for work. All proofs of attendance, supported by Accomplishment Report, must be duly certified by immediate supervisor.

III. Guidelines

- a. The amount of COVID-19 hazard pay shall not exceed ₱500 per day person, which shall be computed, as follows:

$$\text{COVID-19 Hazard Pay} = \text{₱500} \times \begin{array}{l} \text{number of days physically reporting} \\ \text{for work during the quarantine period} \end{array}$$

- b. Personnel who are already entitled to hazard pay, hazardous duty pay, hazard allowance or other similar benefits under existing laws, issuance, rules and regulations, shall continue to be entitled to such benefits or the COVID-19 hazard pay, whichever is higher.

IV. Fund source

- a. The funds needed for the grant of the COVID-19 hazard pay shall be charged against the following sources:
 - 1. available released Personnel Services allotments for regular, contractual (PS) or casual employees
 - 2. available released Maintenance and Other Operating Expenses (MOOE) for contract of service/job order workers
 - 3. for GOCCs, the amount required shall be charged against their respective approved corporate operating budgets (COBs) for the current fiscal year.
- b. In case of insufficient funds available, offices may grant a lower but uniform rate for all qualified personnel.

V. Responsibility of Heads of Office

Heads of office shall be responsible for the strict implementation of health protocols, particularly on the maximum number of skeleton work force allowed based on IATF guidelines and applicable rules and regulations. They shall ensure the proper recording of attendance through the available biometric attendance device/bundy clock to monitor movement of persons within office

premises and to facilitate contact tracing in the event of COVID-19 infection among employees physically reporting in the office.

VI. Effectivity

This Order shall take effect retroactively on the period of ECQ and MECQ in areas of respective offices or work stations.



ROY A. CIMATU
Secretary

